



STATE OF IDAHO
invites applications for the position of:

IOEM Emergency Management Technician

SALARY: \$20.54 - \$26.70 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 04/09/21
CLOSING DATE: 04/23/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273/4272

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

ANNOUNCEMENT NUMBER:	21-34-N
AREA OF CONSIDERATION:	Open to all applicants
POSITION TITLE:	IOEM Emergency Management Technician
PAY GRADE:	NGA-7
POSITION CONTROL NUMBER:	6035
CLASS CODE:	22705
SALARY:	\$20.54 to \$26.70 hourly (\$42,726 to \$55,545 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Office of Emergency Management (IOEM), Gowen Field, Boise, ID
TYPE OF POSITION:	Civilian Nonclassified; Limited Service Appointment <i>(This position is under a cooperative agreement or grant funded.)</i>
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: IOEM EMERGENCY MANAGEMENT TECHNICIAN
POSITION CONTROL NUMBER: 6035
CLASS CODE NUMBER: 22705
SALARY GRADE: NGA-7

INTRODUCTION: This position is assigned to the Recovery Section of the Grant Management Branch, Idaho Office of Emergency Management (IOEM), functioning within the State of Idaho –

Military Division. The primary purpose of this position is to assist in the planning, development and coordination of statewide recovery efforts which arise from a disaster.

EXAMPLE OF DUTIES:

Duties and responsibilities:

1. Acts in direct support of the Grants Branch Chief with all natural and man-caused emergency and disaster response and recovery operations in the State of Idaho. Assists in the effort to ensure community needs are being met within the guidelines of state and federal laws and regulations. Assists in the preparation of documents supporting requests for state and federal assistance. May participate in the Preliminary Damage Assessments and may assist with requests for state and federal assistance.

2. Assists the State program lead for the Federal Emergency Management Agency (FEMA) Public Assistance, Individual Assistance and Fire Management Assistance Programs. Provides input and recommendations in support of the development and maintenance of state capability to effectively administer the Public Assistance, Individual Assistance and Fire Management Assistance Programs.

3. Supports the Grants Branch Chief in the following areas:

- Assists with administration of the Idaho Public Assistance, Individual Assistance, Fire Management Assistance and related state programs. Maintains plans and Standard Operating Procedures (SOP) in coordination with federal, state, local and tribal partners for these programs.
- May liaison with voluntary agencies.
- Assists with the review of, and may recommend changes to, the State Emergency Operations Plan, Standard Operating Procedures (SOP), local Emergency Operations Plans and other documents that provide state and local guidance for implementing preparedness activities for disaster response and recovery as a result of natural and man-caused disasters.

4. Compiles data and statistics to meet requirements of various grants and assistance programs. Assists local jurisdictions with Applicant project applications and reports. Assists with applicant requests for grant program reimbursement. Reviews and processes disaster related requests and reimbursements, including the coordination and review of documentation supporting disaster-cost reimbursement.

5. Monitors and evaluates local governments' projects in keeping with program rules, and state and federal goals and strategies. Accepts and reviews local disaster Applicant reports and submissions.

6. As needed, may assist with documentation and reporting requirements associated with the Hazard Mitigation Program or non-disaster grants. As directed, obtains program updates from program managers and/or subrecipients and documents in applicable report forms. Verifies financial status and periods of grant program performance. Assists with ensuring adherence to grant program requirements. Creates budget reports for analysis and planning. Creates and executes a calendar of critical actions needed for grants management reporting and records retention. Assists with procurement processes and supports program managers and/or subrecipients in executing and documenting required expenditures.

7. Performs other related duties or projects as necessary or assigned. Upon direction, may deploy to a designated Emergency Operations Center at a local, state, or federal level during declared disasters. Upon activation of the Idaho State Emergency Operations Center (IDEOC), performs duties as directed by the IOEM Deputy Chief. During activation of the IOEM's

Continuity of Operations (COOP) Plan, may perform as member of Advance Echelon party (ADVON) and/or other supporting COOP role as required.

SUPERVISORY CONTROLS: Work is performed under general supervision. The supervisor provides general guidance, sets priorities and provides direction on unusual or one-of-a kind transactions that are precedent setting or not clearly defined. The incumbent independently plans and carries out work and is responsible for the timeliness, accuracy and procedural adequacy of forms and documents. Completed work is evaluated for accuracy, adequacy, effectiveness and overall attainment of objectives. Work is carried out using applicable regulations, policies and procedures for guidance. The employee keeps supervisor informed of progress and seeks guidance for potentially controversial matters.

PERSONAL WORK CONTACTS: Contacts include the IOEM Director and Senior Management Team and staff; city, county, state and federal professional employees from various agencies; and civilians who have an interest in the programs and services of this organization. The incumbent may be required to deal with citizens, government officials and organizations under emotional distress because of the loss of lives and personal property.

PHYSICAL EFFORT: The majority of work is performed in an office environment. Work may require travel and outdoor exposure in all types of weather. Field activities may require incumbent to travel and work long hours; driving and walking over rough, uneven surfaces; standing, stooping, reaching; and occasional lifting of moderately heavy items such as equipment or supplies up to 50 pounds. Working around damaged facilities and structures can be very hazardous. Periodic deployment to disaster impacted areas, with inherent natural and man-made hazards, is required.

WORK CONDITIONS: The incumbent must be able to adapt to an ever-changing work environment and fluid working schedules inherent to emergency or disaster operations. Must accommodate 24/7 on-call availability for emergency notifications, response and recovery efforts. Will work irregular hours as dictated by mission requirements. Works at locations other than assigned duty station or area of assignment. May be required to relocate to emergency sites with little or no advance notice. Must work safely in and around hazardous conditions such as aircraft, heavy equipment, inclement weather, and CBRNE hazards. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: E07 (Office/Clerical)

WCC: 9410

APRIL 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must agree to submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Travel is required for training and job performance. Must agree to travel by all modes of transportation and stay at destinations for moderate to extended periods of time.

- Must agree to attend/accomplish required training and participate in training exercises as identified in federal grant guidance, by the IOEM Training and Exercise Program, and by IOEM Senior Management; must agree to successfully complete online courses as determined by the same.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 12-months of specialized experience performing related duties as specified below.

- Ability to ensure that expenditures comply with authorized budget amounts, administrative restrictions, and proper accounting structure.
- Skill in developing and monitoring project budgets and funding; and ability utilizing a process to review, analyze and make adjustments to assigned projects.
- Ability using automated accounting and reporting systems and experience using computers, automated accounting equipment, and common software applications such as Excel and query reporting programs.
- Knowledge of accounting processes and procedures; and skill in the preparation of financial reports.
- Skill in providing budgetary analysis to management with respect to fiscal matters.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the attached position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273/4272 or email hrobypass@imd.idaho.gov.

Thank you for your interest in employment with the Idaho Military Division.

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

IOEM Emergency Management Technician Supplemental Questionnaire

- * 1. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain).

- * 2. Mandatory Requirement: Must agree to submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 3. Mandatory Requirement: Travel is required for training and job performance. Must be willing to travel by all modes of transportation and stay at destinations for moderate to extended periods of time.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. Mandatory Requirement: Must agree to attend/accomplish required training and participate in training exercises as identified in federal grant guidance, by the IOEM Training and Exercise Program, and by IOEM Senior Management; must agree to successfully complete online courses as determined by the same.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 5. **KSA: Ability to ensure that expenditures comply with authorized budget amounts, administrative restrictions, and proper accounting structure.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Skill in developing and monitoring project budgets and funding; and ability utilizing a process to review, analyze and make adjustments to assigned projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Ability using automated accounting and reporting systems and experience using computers, automated accounting equipment, and common software applications such as Excel and query reporting programs.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Knowledge of accounting processes and procedures; and skill in the preparation of financial reports.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Skill in providing budgetary analysis to management with respect to fiscal matters.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **12-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 11. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question